


<p>Intercontinental Terminals</p> 	<p>SAFETY, HEALTH, ENVIRONMENTAL, & SECURITY</p> <p>EMERGENCY RESPONSE PLAN</p> <p>TAB 1: QUICK GUIDE</p>	<p>DP-09-A-01</p> <p>Approval Date: 12/07/2018 Issued By: Carl Holley Revision: 3 Next Review Date: 12/07/2021</p> <p>Page 1 of 5</p>
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1.1 QUICK GUIDE: WHAT TO DO DURING AN EMERGENCY

When the alarm sounds, it is too late to start reading this Emergency Response Plan for the very first time. You need to act quickly, so here is a Quick Guide explaining what to do during any emergency at Intercontinental Terminals Company (ITC).

1.2 STEP 1: IDENTIFY THE EMERGENCY

If you observe any emergency or hazardous situation, immediately contact the Security Office on **DP SHES radio channel** or call **555** (Emergency Phone) on any plant telephone inside the facility. You can also use any non-plant telephone to call the following numbers:

- Security Office: 281-884-0339 or 281-543-3450 (Security Cell Phone)

The Security Officer on duty (or the Marine Dispatch as a backup) will obtain information about the emergency, and then activate the **Alarm System**. The alarm activation and test procedures followed by the Security Office are stored in the Security Manual. The Alarm System is tested every Tuesday at 12:30 p.m.

The Alarm System will warn you using one of four alarm sounds:


- Wail Alarm – warns of a **Fire** emergency
- Hi-Lo Alarm – warns of a **Hazardous Material** release, spill, or other emergency
- Whoop Alarm – warns of a **Medical** emergency
- Air Horn Alarm – signals the **All-Clear** that the emergency is over; the plant is safe to re-enter

After activating the Alarm System, the Security Officer will use the **Public Address System** and/or the **ITC Radio** to provide more details about the emergency, including:

- What the emergency is
- Location of the emergency
- Name of any chemical or hazardous material

Other emergencies (such as bomb threats, medical emergency, severe weather, utility outage, or workplace violence) that do not immediately impact normal operations, require site-wide response, or personal protective actions may be announced by the Security Officer on the ITC radio without activation of the Alarm System.

Details about the emergency will be broadcast on the “All-Call” and switch radio channel. If need be, additional transmissions can be done on the following:

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- Channel 1 – DP Main
- Channel 2 – DP Marine
- Channel 3 – DP Land
- Channel 4 – DP Stop 1
- Channel 5 – DP Stop 2
- Channel 6 – DP LPG
- Channel 7 – DP SS
- Channel 8 – DP MAINT 1
- Channel 9 – DP MAINT 2
- Channel 10 – Rail Switch
- **Channel 11 – DP EMERGENCY**
- Channel 12 – DP Contract 1
- Channel 13 – DP Contract 2
- Channel 14 – Confined SP
- Channel 15 – DP SHES
- Channel 16 – All Call

The Security Officer will notify the shift supervisor or shift manager who will initially assume the role of the Incident Commander and send an e-notify as appropriate. The shift supervisor or shift manager may transfer command later to a more-qualified individual who can serve as Incident Commander once he is available on-site.


1.3 STEP 2: PROTECT THE SAFETY OF YOURSELF AND OTHERS

The Incident Commander will size up the situation, analyzing factors such as the nature of the problem (e.g., whether a toxic or a flammable product has been released), available data (e.g., wind speed and direction, MSDS, toxicity, LEL and/or overpressure data), and possible complications (e.g., if ignition of a flammable product could produce a vapor cloud explosion; see overpressure map in ERP 27.1).

If safe to do so, the operator should safely close the valve(s) or shutdown the pump that will stop the uncontrolled release of any product. The Incident Commander may secure all movements and order the shutdown of all transfers of other products that are going to the docks, manifolds, railcars or trucks.

The Incident Commander may order all associates (employees), contractors, and visitors on-site to take appropriate personal protective actions, such as:

- **Shelter In Place:** go inside the nearest building or vehicle, turn off the vehicle engine, close doors and windows, seal any gaps with duct tape or wet towels, turn off all air conditioning, heating, ventilation and exhaust systems, and remain inside.

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- **Partial Evacuation:** non-essential personnel should check-in with their supervisor then move upwind or crosswind to a safe Rally Point within the terminal where they can be accounted for, while key operations and response personnel remain in the terminal to respond to the incident.
- **Total Evacuation:** all personnel should move upwind or crosswind using designated evacuation routes to a safe Rally Point outside the terminal where everyone can be accounted for.

Take action to protect your own personal safety, and instruct other co-workers and visitors to take the same protective actions.

If a partial or total evacuation of the facility is ordered, check the wind direction and then head to the nearest, safe Rally Point:

- **Rally Point A:** North end of facility, east of the Traffic Building
- **Rally Point B:** South end of facility, in parking lot northeast of the Admin Building
- **Rally Point C:** North end of facility, in contractor parking lot off Tidal Road
- **Rally Point D:** North end of facility, west of North Contractor Building on northeast waterfront
- **Rally Point E:** West end of LPG TT/TC rack at the fence line (i.e. Southwest of 100-44)


If the Incident Commander orders a **Total Evacuation**, associates should leave in their own vehicles (if instructed and safe to do so), using evacuation routes that will avoid the impact area in order to reach an off-site Rally Point designated by the Incident Commander.

Stay tuned to appropriate ITC radio channel for further instructions. Wait until the Air Horn Alarm signals the All-Clear.

Department supervisors or wardens inside each ITC building (Central Control Room, Administration, Traffic/Security, and Maintenance) and at each Rally Point will determine if everyone has been accounted for and report the results to Security or the Safety Officer. The names of any dead, injured, or missing personnel should be reported to Security or the Safety Officer either in-person or by telephone, but not over the ITC radio system.

Contractor crews are responsible for conducting their own crew accountability if they were working without an ITC representative.

If anyone is missing, try to determine their last known location. The Incident Commander can order a search for the missing person and/or ask Human Resources to contact the worker's family in case the missing person has contacted them or left the site without completing the accountability process.

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1.4 STEP 3: RESPOND TO YOUR ASSIGNED EMERGENCY ROLE


ITC personnel who are on-site when the emergency occurs will be notified by the Alarm System, Public Address System, and/or ITC Radio System.

The Incident Commander may ask Security to contact off-site or off-duty ITC associates who have been assigned roles on the Emergency Response Team (ERT) or Emergency Operations Center (EOC) Team.

As soon as safely possible, Emergency Response Team members should report to the Fire Station to obtain personal protective equipment (PPE) as directed by the Safety Officer or Incident Commander. The Incident Commander will establish an Incident Command Post in a safe, upwind location near the incident scene.

As soon as safely possible, senior management and other members of the EOC Team should report to the primary or secondary Emergency Operations Center (EOC) location selected by the EOC Manager.

If your assigned primary or secondary role is listed in this Emergency Response Plan, turn to the appropriate Tab for your Command Staff or General Staff role. Review your **Job Description** so you understand where you work, whom you report to, whom you may supervise, and what your major responsibilities are. Turn to the **Checklist** to identify what tasks you may need to perform in chronological order by the suggested deadline.

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1.5 ASSIGNED ERP MANUAL LIST

ASSIGNED PLANS

Updated 08/24/2012

ITC-DP-09-A-21.XLS

(Sorted by **COPY #** of the ITC Emergency Response Plan assigned to each **EMERGENCY ROLE**)
All other EOC and IC members will have access via intranet through shortcut on their opening page.

X	COPY #	EMERGENCY ROLE	LAST NAME	FIRST NAME	E-MAIL REVISIONS TO
	1	Incident Commander (P)	Holley	Carl	cholley@iterm.com
	2	PIO	Richardson	Alice	arichard@iterm.com
	3	EOC Manager	Wascome	David	dwascome@iterm.com
	4	COO Manager	Pennacchi	Bob	bpennacchi@iterm.com
	5	President/CEO	Netland	Bernt	bneland@iterm.com
	6	Terminal Operations Manger	Kuhn	Karl	kkuhn@iterm.com
	7	Safety Officer (P)	Vanegas	Mike	mvanegas@iterm.com
	8	Liaison Officer (P)	Gaudet	Mike	mgaudet@iterm.com
	9	Security Supervisor	Guajardo	Orlando	oguajardo@iterm.com
	10	Operations Section Chief (P)		Shift Manager	ShiftManagers@iterm.com
	11	Operations Section Chief (S)		Shift Supervisor	ShiftSupervisors@iterm.com
	11	CFO/CCO	Jeansonne	Mark	mjeansonne@iterm.com

All other personnel can obtain documents and forms on the public network (when available) and then create a readily accessible folder (like building wardens) that contains all documents relevant to their position.

REVISION

01	07/11/2013	Revised Section 1.5 to add Steve Turchi, copy #11.
02	10/14/2015	Removed references to "Marine Dispatch" within 1.2 – Step 1. Under 1.5, changed manual assignments 5, 6, 8, and 11 to current names or <i>open</i> status.
03	12/07/2018	Added "Rally Point E" under Section 1.3. Revised Section 1.5, <i>Assigned ERP Manual List</i> .

DOCUMENT REVIEW—C. HOLLEY (11/07/2018)